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MANUAL
CONSTITUTION AND BY-LAWS
OF THE
MISSION BOARD OF THE CHRISTIAN CHURCH IN AMERICA

REVISED *and* ADOPTED
OCTOBER 19, 1916

OUR ANNUITY PLAN

FOR THE DONOR IT IS

Better than a farm, as there are no taxes to pay or repairs to make.

Better than a mortgage, as there is no care, anxiety or uncertainty in making investments.

Better than cash in hand, as it is constantly bringing an income.

The annuitant enjoys a certain fixed income while his money is on its mission of usefulness for the Lord's cause.

FOR THE MISSION BOARD IT IS

Better than small gifts.

Better than occasional gifts.

Better than a bequest.

It insures the best possible use of money during life or at death.

A bond is executed for the prompt and faithful payment of the interest.

You want to know more about it? A postal card or letter will bring you a leaflet giving further information, with a blank form of the bond that is executed.

OMER S. THOMAS, M. T. MORRILL,
Mission Secretaries, Dayton, Ohio

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MISSION BOARD OF THE CHRISTIAN CHURCH IN AMERICA

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INTRODUCTION

The Mission Board of the Christian Church is elected quadrennially by The American Christian Convention, the Home Mission Secretary and four members constituting a board of directors for the Home Mission Department, and the Foreign Mission Secretary and four other members a board of directors for the Foreign Mission Department. This Board is charged with the duty of "managing with energy and prudence" the missionary interests of the denomination known as "The Christians" or "The Christian Church" of the United States and Canada, whether those interests be at home or abroad. The Woman's Board for Home Missions and the Woman's Board for Foreign Missions are auxiliary to The American Christian Convention, and work in harmony with the general Mission Board.

The spiritual aspects of the missionary work are entitled to the foremost place in the thought and affections of all who engage in it. Applicants for missionary appointment should be under a sense of divine call, and should seek their reward in their blessed Lord's approval. For His sake they should be willing to make sacrifices, meet hardships, endure privations, accept a life of steady, unnoticed labor, expecting to continue until death, looking for reward and rest in the world to come. In these and similar purposes, endeavors and hopes, they and the Board and all friends of missions

should stand together in mutual sympathy. Harmonious and pleasant relations and co-operation between missionaries themselves and between them and the Board and its executive officers, depend far less on formal rules than on their common experience of God's love and love for God's creatures, and mutual interest in the cause for which Christ gave His life. It is in no sense undervaluing these principles, but rather to further them, that this Manual is given chiefly to the business relations of the Board and its missionaries.

MANUAL

This Manual is for the guidance of the Mission Board of the Christian Church, and its missions, missionaries and applicants for appointment to mission service.

FOREIGN MISSIONS

I. Foreign Missionaries

DUTIES OF

1. The functions of the missionary are to preach the Gospel, found churches, teach and train native workers, translate the Word of God when necessary, create and circulate Christian literature and whatever else may be necessary for the promotion of Christianity in his respective field.

2. He should not become pastor of a native church, but should labor to secure competent native pastors for the native churches, while he himself should go on winning converts to Christ and establishing and founding new churches as he may be providentially led.

3. The wives of missionaries, and especially if under appointment, are expected to do all they can, consistent with their domes-

tic duties, to promote the work of the mission. They, with all lay helpers, should make all their work subservient to the one great aim of giving the Gospel to the people and bringing them to Christ.

QUALIFICATIONS

4. The following qualifications should be possessed by those who seek appointment as missionaries:

1. Strong faith in God and an unshaken belief in His Word.

2. Earnest love for God and fellow men.

3. A self-sacrificing devotion to Christ and His cause.

4. Sound judgment of men and things.

5. Good intellectual training, preferably collegiate or its equivalent.

6. An aptitude for learning languages.

7. A hopeful and cheerful spirit.

8. Tact, and adaptability to people of all classes and conditions.

9. Ability to work harmoniously with others.

10. Persistent energy in carrying out plans once well formed.

11. A sound physical constitution.

12. A conviction that God is calling to this special line of work.

13. A reliance on the Holy Spirit to make efficient all other qualifications and give success in the work.

(Missionary candidates should apply to the Foreign Mission Secretary for application and medical examination blanks.)

5. Ordinarily, missionaries, before being sent out, should have the test of practical work at home; for if one has not tact and ability in winning souls at home, the probabilities are that he will have little abroad.

It is recommended that, when practicable, before going to the field at least one year's course should be taken in some good missionary training school, and some experience had in city mission work.

SELECTION AND APPOINTMENT

6. In case of ministerial applicants, before any appointment is made, the Board should have official recommendation from the Christian conference of which the applicant is a member, that he, or she, is in every way worthy, and possesses the qualifications and aptitude for the work which the appointment contemplates. If unordained, or not a member of a conference, then an official statement from the Christian church of which the applicant is a member should be had that he, or she, is in good standing in the same, is in hearty sympathy with the denomination, and possesses the qualifications as above.

7. Conference and church officers should recommend such, *and only such,* as they would select and be willing to support, if able to do so, as their own representative in the field; and should always seek by earnest prayer the guidance of the Holy Spirit before making such recommendations.

Other testimonials may be had from ministers, professors or other Christian workers, who have had opportunity to know and judge of the character and qualifications of the applicant. These testimonials should be

sent directly to the Foreign Mission Secretary and are to be held as private and confidential. Applicants should forward to the Foreign Mission Secretary the names and addresses of persons who may be corresponded with in reference to the testimonials.

8. As a rule application should be made one year before time to start for the field.

SUPPORT

9. From the time he enters the field until he leaves it, the missionary will be paid the salary fixed by the Board. It is expected that the salary will be sufficient, with wise economy, for the support of the missionary; not sufficient to compensate for defects in the missionary's financial ability, nor so small that the more prudent may not have something to spare. Special needs may sometimes arise which may require special provision.

FIELD SALARIES

10. All salaries shall be determined by the Board, and shall take into consideration the needs and expenses of missionaries according to countries, fields and stations where they are located.

(1) *For Japan:* Married men shall receive ~~$1,100~~ per year, and single men ~~$800~~; single women ~~$600~~ per year.

For Porto Rico: Married men shall receive ~~$1,000~~ per year, single men ~~$800~~, and single women $600.

(2) *Children's Allowance:* For dependent missionary children in Japan, up to the age of twenty years, the following schedule shall apply: ~~$100~~ for each child under

~~six~~ years; ~~$150~~ for each child over ~~six~~ years; and $200 for each child sent to America for schooling.

For missionary children in Porto Rico, $50 each, up to the age of twenty years.

(3) *Rent:* Mission homes or a reasonable equivalent in rent shall be provided for all missionary families and single missionaries.

(4) *Medical bills:* The Board will pay the medical bills of missionary families and single missionaries ~~in excess of $25~~ per year. Such bills shall be reported to the Missions, and the Missions shall authorize payment.

(5) Where the child of a missionary on the field is being sent home for education, his traveling expenses shall be paid the same as if he were traveling with his parents on furlough.

FURLOUGH SALARIES

11. (1) The furlough salaries of all missionary families shall be ~~$900 per year, with children's allowances of $50 per year for each dependent child up to the age of twenty years, except that allowance for children at school in America shall be as above stated.~~ Reasonable house rent shall also be provided. ~~Single men shall have $700 per year. Single women shall have $450 per year.~~

(2) Regular salary shall cease when a missionary leaves his field, and furlough salary shall begin when he reports from his home in this country. Furlough salary shall cease when he leaves home, and regular salary shall begin when he reaches his field.

(3) Furlough accounts shall be kept by the Treasurer of the Mission Board in America.

MISCELLANEOUS

(1) It is understood that the Board shall amply provide for the maintenance of missionaries and their expense in going to and from the field, and hence the cessation of salary during travel.

(2) The Board shall be free to make special grants for missionary support, as emergencies on the field may require.

(3) The Board will pay for the necessary outfit of missionaries going to the field for the first time. The question of outfits after furlough shall be submitted to the Board as cases arise.

(4) Furniture bought with outfit money shall be mission property.

(5) The Board will pay traveling expense and freight on a reasonable amount of household goods by the nearest and most practicable route to the field. It is understood that travel shall be by the most direct routes, unless the Board otherwise determines.

(6) The Board will pay for necessary language teachers and interpreters.

FURLOUGHS

12. The appointment of missionaries contemplates *service for life*, if the Lord wills. Occasional furloughs, however, are in complete accord with such service. Therefore, at appropriate times, and for sufficient reasons, consent will be given to the return of the missionary, the Board paying the necessary cost from the field, by the most direct route, to the missionary's home in this country. Such returns may be beneficial to the missionary and to the home churches.

Missionaries to Japan: For unmarried ladies six years of service shall entitle them to a furlough of one year, and in case of families seven years of service shall entitle them to a furlough of one year.

Missionaries to Porto Rico: On account of the debilitating effect of the continuously hot climate and the consequent more urgent need of a change, a furlough of from two to three months at intervals of from two and one-half to three years, as the physical needs may require, may be allowed.

(For other countries the periods for furlough may be fixed as the wisdom of the Board may indicate.)

Where a critical condition of health, or other extreme cases, exist, furloughs may be granted at other periods. In such cases the request, with a statement of the reasons therefor, with the approval of the Mission, should be submitted to the Board. In cases that do not admit of delay the approval of the Mission shall be deemed sufficient, the action to be promptly reported to the Board.

Unless otherwise fixed by the Mission Board, the furlough shall not continue beyond one year from the time of leaving the field. Missionaries home on furlough are expected to give such time to the interests of the work among the home churches, under the direction of the Foreign Mission Secretary, as may be deemed consistent with needed rest and recuperation.

RIGHT TO RECALL

13. The Board reserves the right to recall missionaries or revoke their appointment for sufficient reasons. When the usefulness of any missionary on the field where he has

been laboring is open to serious question, it shall be the duty of the Mission to make investigation, and report its judgment to the Board. After the connection of missionaries with the Board has terminated, no payment of money on their account shall be made by the Treasurer of the Mission, except by authority of the Board.

II. The Mission

DEFINITION

14. A Mission shall consist of the missionaries appointed by the Board and located within certain specified territory, and organized for the transaction of business. It shall meet once a year, or oftener if necessary, at the call of the Chairman of the Mission, or of three missionaries, and shall keep a full and accurate record of its proceedings, a copy of which shall be forwarded to the home Board.

VOTING

15. All commissioned missionaries and missionaries' wives shall have equal privileges in the meetings of the Mission, except that no missionary shall be entitled to vote until he shall have been in the field six months, and no person suspended or dismissed from service shall have any voice in Mission meetings.

AD INTERIM COMMITTEE

16. The Mission may, if thought needful, appoint an Ad Interim Committee to transact such business as may require action between meetings of the Mission. But its action should be submitted to the next meeting of the Mission.

17. Each Mission shall have a chairman, a secretary, and a treasurer. One person may be eligible to the office of both secretary and treasurer. The Mission may elect its own officers, as above provided for, and station secretaries and sub-treasurers when they are considered necessary. The station sub-treasurers shall be held accountable to the treasurer of the Mission.

18. The Chairman shall preside at all meetings of the Mission, call special meetings of the Mission when necessary, and perform such other duties as usually devolve upon such officers.

19. The Secretary shall keep a true and faithful record of all the proceedings of the Mission, in a suitable book provided for that purpose, and transmit copies of the same to the Foreign Mission Secretary; collect and forward promptly the annual statistics of the Mission, at the time designated, and such other work as may be required by his office.

20. The Treasurer shall be custodian of the funds of the Mission, paying out the same under direction of the Mission, as per appropriations made by the Board, *and in no other way;* taking vouchers for all payments, which shall be regularly marked and numbered and filed convenient for examination by the Auditing Committee. He shall be the custodian of all deeds or evidences of property which are not transmitted to the Mission Board. He shall keep accurate and faithful account of all the financial transactions of the Mission, and make monthly report thereof to the Treasurer of the Mission Board. Such reports

shall give the balance at the beginning of the month, an itemized statement of receipts and expenditures, and the balance at the end of the month. He shall keep unexpended money in some bank approved by the Mission. He shall keep such other accounts as may be necessary for a perfect understanding of the financial affairs of the Mission, and shall preserve all letters received and copies of all letters sent, on the *business* of the Mission. These accounts, books and letters shall be open to the inspection of any member of the Mission at any reasonable time. He shall in no case loan money belonging to the Mission. He shall in no case, either directly or by assuming obligations for the future, allow to be expended more than was authorized by the Board, except in emergencies arising from sickness of missionaries or their families, or like circumstances of urgency; in which case a vote of the Mission should be obtained and at once reported to the Board for its sanction. At the close of each year, he shall forward to the Treasurer of the Mission Board a balance sheet duly audited, corresponding with his monthly statements, showing the exact condition of the treasury, and a certificate of the Auditing Committee of the Mission as to the correctness of his account and his final showing.

21. At the end of the year, the unexpended balance of the (Japan) general appropriation shall become part of a maintenance fund for the Mission.

JURISDICTION AND DUTIES OF A MISSION

22. The Mission has the general care and supervision of all missionary work within its limits. All questions of policy, methods and

expenditure, are subject to its judgment, and all requests requiring the action of the Board should be accompanied by the action of the Mission upon the same. Tours of exploration or any unusual work should be undertaken only with the advice of the Mission.

The Mission assigns, and in general, supervises the work of the individual missionaries, to the end that all forms of labor may have the benefit of united counsel and may promote the interest of the work as a whole. It is proper, of course, that the views of all missionaries regarding their location and work should be heard and fully considered; and if any missionary shall be dissatisfied with the action of the Mission, an appeal to the Board for final decision can be made. The Mission may suspend a member, pending an appeal to the Mission Board.

23. At each annual meeting, the Mission shall carefully prepare plans and estimates for the following year, for the work as already inaugurated. Following this, a contingent statement may be made of additional objects and needs, arranged in the order of their importance, any or all of which may be provided for as the income of the Board may allow.

STATIONS

24. A station is a field with one or more missionary residences. Each station shall have control of the missionary work within its field, under the direction of the Mission. New stations may be established only on the action of the Board, but recommendations of the Mission are always to be carefully considered. The force assigned to such sta-

tions should, if possible, include one missionary of experience.

Each station may have its own Sub-treasurer and Secretary. (See Section 17.)

OUT-STATIONS

25. Regular established preaching places within the bounds of the station are designated as out-stations.

III. General Rules

STATISTICAL AND FISCAL YEAR

26. The statistical year shall begin July 1 and close June 30; the fiscal year shall commence January 1 and close December 31.

REPORTS

27. Each missionary is required to send quarterly (quarters to run with the statistical year) to the Foreign Mission Secretary at least a brief report of work done and condition of his field, with such facts, incidents, etc., as may be interesting and helpful to create and maintain interest in the home churches. At the close of the statistical year, an annual report shall be sent, which may take the place of the last quarterly report.

STATISTICS

28. The Secretary or other person designated by the Mission, shall see that the statistics of the entire Mission are collected just as quickly as possible after the close of the year (June 30), and forwarded to the Foreign Mission Secretary not later than the middle of August following.

THE VERNACULAR

29. The ability to read, but especially to speak, the native language is an essential qualification for the best missionary service.

All missionaries sent out by this Board shall be required to pursue study courses equivalent to those adopted by other missions, in order that they may gain good working command of the vernacular.

This rule or its equivalent shall apply to all Missions and missionaries in regard to the native language of the Mission.

RENTALS

30. All rents for necessary buildings for missionary residences, for schools and preaching places, shall be paid by the Mission. Buildings occupied by married missionaries for residences that are owned by the Mission Board or the Mission shall be free of rent.

Expenses incurred in meetings of the Mission, or committees thereof, shall be paid from the treasury of the Mission.

OTHER WORK

31. No missionary shall engage in any employment other than that approved by the Mission Board. In case of outside work so approved, all remuneration therefrom shall be paid into the treasury of the Mission.

The following was adopted by the Board at its session in October, 1899:

"That we allow our missionaries to do extra work in teaching, when by so doing they can really advance the interests of legitimate work, but in no case shall such work be allowed simply for a money consideration."

CAUTION

32. To avoid confusion, missionaries should refrain from making personal solicitation for missionary objects from churches, Sunday-schools, Endeavor Societies, or individuals, in the home field, except for those objects approved by the Board, and in all cases the funds shall go through the regularly authorized channels.

SHOULD SETTLE WITH THE MISSION ON LEAVING THE FIELD

33. Missionaries leaving the Mission, whether on furlough or otherwise, should always bring a certified statement of their account with the Treasurer of the Mission, settled up to the time of departure, so that their accounts with the Mission may be closed. ~~As the salary ceases when they leave the field,~~ the expense of the home-coming and the home allowance is to be charged to the general appropriation for the work of that field. Furlough accounts shall be settled with the Treasurer of the Board in America.

HOME MISSIONS

To further the interests placed in charge of this department, the Mission Board has adopted the following rules for its guidance:

GENERAL AIM AND POLICY

34. The general aim of the home work of the mission department of The American Christian Convention shall be to foster and develop self-propagating, self-supporting churches among and for the people called Christians, to secure proclamation of the

Gospel among the unevangelized in our home land, and to secure the co-operation of all of our churches and people in our mission enterprises.

WHAT WORK SHALL BE SUPPORTED

35. It shall be the policy of this Board to lend aid to the following causes, and such others as the growth of the general work may demand:

1. Support of missionaries in working up new fields.
2. Assistance of weak churches in old and new fields.
3. Development of the home mission interests of the brotherhood, and the enlistment of all of our churches in support thereof.
4. Support of city mission work.
5. Securing for congregations church properties by buying sites and erecting church buildings, or assisting in so doing.

METHODS OF SECURING SUPPORT

36. The Board shall follow the direction of The American Christian Convention in securing one general offering for Home Missions each year, and in addition may adopt such special methods as may be necessary. The following are approved:

1. Creation of interest-bearing funds for general work.
2. Securing legacies, bequests and other special gifts.
3. The Annuity Plan.
4. Accumulation of special funds for church building and similar purposes.

5. Securing the co-operation of the Woman's Board for Home Missions, its auxiliaries, and other societies.

SUPPORT OF HOME MISSIONARIES

37. Wherever the needs of a section of the country may seem to demand and Christian comity may permit, new fields may be opened under direction of this Board, by employment of persons to be called "home missionaries." Such missionaries may receive support from the treasury of the mission department in sums to be determined by the Board, or by a scale of salaries to be hereafter formulated.

HOME MISSIONARIES

38. Ministers or others in charge of churches receiving home mission support, or engaged in opening up new fields and establishing new churches, or conducting city missions, and field work which includes the care and strengthening of weak churches, wholly or partly under the direction of the Board and receiving compensation from it, shall be termed Home Missionaries, and shall be amenable to all the rules governing the work of home missionaries under this department.

APPOINTEES

39. No minister shall be employed by this Board unless he shall at the time of employment be a member of some Christian conference, and shall be endorsed by his conference or by the Executive Committee of the same, as being in every way worthy, and as possessing adaptabilities for the work which his appointment contemplates.

TERM OF APPOINTMENTS

40. Unless otherwise specified, appointments of home missionaries shall be for the term of one year.

APPLICATIONS OF MISSIONARIES

41. All persons desiring home missionary work and support shall apply in regular form, like churches. (See Applications of Churches.)

REPORTS OF HOME MISSIONARIES

42. All missionaries in the home field who receive financial help from this Board shall be required to give a statistical report quarterly, as per blanks furnished by the Mission Secretary; also, at least quarterly, and on a sheet separate from the statistical report, items, facts, incidents, concerning the field or the work, that may be given to the public in view of creating and maintaining an interest in home mission work. Failure to so report shall be sufficient cause for revoking or withholding payment of appropriations.

CHURCHES ELIGIBLE FOR SUPPORT

43. Weak churches in both old and new fields, or churches which have suffered from unavoidable calamity, are eligible for home missionary aid, in conformity with the section on "Applications of Churches."

WHAT ARE MISSION CHURCHES?

44. All churches receiving home mission aid shall be called "home mission churches," and as such shall be amenable to all the rules governing home mission churches.

APPLICATIONS FOR AID

45. All applications of churches for aid should be made by the church itself and be endorsed by the conference of which the church is a member, or by its Executive Board. Such certified application should be in the hands of the Home Mission Secretary not later than October 1 of each year.

Conferences or other organizations applying for aid for churches or missionaries under their immediate direction should make application in the same manner as churches.

The Home Mission Secretary shall require of all applicants full information concerning the field or work involved, and shall present the same to the Board or Council as requested.

(Question blanks to accompany application for aid should be secured from the Mission Secretary.)

REPORTS OF MISSION CHURCHES

46. All churches receiving missionary aid, not otherwise reported, shall report in writing to the Home Mission Secretary, in the same manner as required of Home Missionaries.

CONFERENCE MEMBERSHIP OF CHURCH

47. All home mission churches seeking financial aid from this Board must be members of some Christian conference, unless so isolated as to make such membership impracticable.

MISSION CHURCHES TO TAKE COLLECTIONS

48. All ministers and churches receiving aid from the home mission funds of this Board shall be required to take or cause to

be taken all the general collections required by The American Christian Convention. A failure to take any of said collections shall forfeit any further payment by this Board, unless a reason satisfactory to the Home Mission Secretary can be given therefor.

MISSION CHURCHES ENGAGING OR DISMISSING PASTORS

49. Mission churches shall be required to consult the Home Mission Secretary concerning the engagement or dismissal of pastors, and no payment shall be made to any pastor until he has been approved by the Board or Council. Failure to so consult the Secretary may be deemed sufficient cause for revoking appropriations for help from mission funds.

DEEDS OF MISSION CHURCHES

50. Section 1. The Board may require as a further condition of appropriations that churches deed their property to the Mission Board of the Christian Church, the same to be held by the said Board in trust for the exclusive use of the church so deeding during its visibility as a Christian Church, the same to be controlled by the local Board of Trustees of the church, with rights and privileges unmolested.

Section 2. The Mission Board not claiming any rights in the property thus deeded to them during the visible existence of the same, as a Christian church, will not hold itself liable for taxes, insurance, repairs or damages to the same; but may if deemed best, make appropriations as may be necessary to save the property from decay or destruction.

Section 3. A church deeding its property as in Section 1, shall be deemed to have lost its visibility as a Christian church when it ceases to occupy the property for regular religious services for a period of two years, or shall have united with another denomination, or shall have ceased to co-operate with the Christians as represented by The American Christian Convention. A failure for two consecutive years to represent itself at the conference of which it is a member, or refusal to take the collections as ordered by the General Convention for two years, shall be interpreted as having ceased to "co-operate." The Mission Board may then proceed to take possession of said property and to sell the same as soon as practicable. The Board may proceed sooner than above stated, if the church shall formally give up its claim.

Section 4. The money obtained from the sale of said church shall be placed at interest or otherwise invested where it will bring an income, the income to go into the Mission Treasury for general use, the principal to be kept for a period of five years subject to the following rules:

If a new church shall be built in the same locality where one has been sold as above by the Mission Board, within the period of five years, then the proceeds of the former sale shall be returned to them to be put into the new house, always providing that the deed of the new property be made to the Mission Board as above, subject to the rules of this article, and in this and above Sections. If at the end of five years the money is not returned for the benefit of new property, then it shall be retained as a permanent fund, only the income to be used for missionary purposes, under the direction of the Board.

The above rule shall apply to all mission property acquired for meeting purposes.

TERM OF MISSION HELP

51. 1. Churches shall be urged and encouraged to assume all pastoral support and other legitimate obligations at the earliest possible moment, to relieve the mission treasury.

2. Mission help shall be withdrawn as soon as, in the judgment of the Board, the best interests of the work will warrant.

3. Five consecutive years shall be the general limit during which any home mission church may receive appropriations from this Board.

CONDITIONS OF APPROPRIATIONS

52. 1. Regular appropriations shall be for one year from January 1 following the Board meeting. Special appropriations shall be for the length of time specified.

2. No appropriations shall be made except upon application setting forth definitely the financial and other conditions of work of churches to be helped, and stating the specific object for which appropriations are asked, and giving sufficient information to enable the Board to form a just conception of the situation and need. Failure to comply with this rule shall be deemed sufficient ground for denying an application.

This rule must be strictly observed.

3. In general the Board shall avoid making appropriations to square up church debts or make up arrearages in pastor's salaries; provided always that the Board may relieve distress caused by calamity or contingencies not avoidable.

4. The policy of the Board shall be to follow the rule of putting a large sum annually into some center where a strong church can be built up.

5. All appropriations for work in the home field are considered due at the end of each quarter or fractional part thereof for work done and reported by the regularly appointed missionary or missionary pastor. If said missionary or missionary pastor shall cease work in the church or field for which payment of appropriation is made, payment of appropriation shall thereupon stop until another pastor or missionary shall begin work. All appropriations end with the fiscal year for which they are made, and no money will be paid for such time within the year as shall not be occupied by regular pastor or missionary.

PRO-RATA PAYMENTS

53. If at any time the available amount of cash for payment of appropriations shall be insufficient to meet the appropriations, then *pro-rata* payments shall be made on the several appropriations, it being understood that the deficits shall be made up as soon as the funds will warrant.

BUILDING FUND

54. 1. A fund shall be created, to be known as the "Building Fund," for the purpose of assisting churches in securing sites for church buildings and parsonages, and erecting the same, preference in this work to be given to Mission churches organized under direction of the Board.

2. The Building Fund shall not be given outright, but shall be loaned under regula-

tions made by the Board, provided that gifts may be made from interest on said funds.

3. The Board shall make and publish rules for the administration of the Building Fund, which shall be a part of the By-Laws of the Board.

BUILDING FUND REGULATIONS

55. 1. *Soliciting funds.* In the creation of the Building Fund the following methods may be used:

(1) Direct appeal to churches and individuals.

(2) Solicitation of gifts from churches, individuals, conferences or other organizations for special funds to stand in the name of the donors.

(3) By annuities.

(4) By securing bequests, and notes payable at death.

(5) The Board may fix a certain percentage of the regular receipts of any one year to be turned into the Building Fund.

2. *Applications for aid.* (1) Loans shall be made to applicants in the order that the applications are made, except that churches under the care of the Mission Board shall be given the preference, and provided that donors may give certain localities a preference in the creation of special funds.

(2) Churches applying for aid must belong to a Christian conference, or be under the care of the Mission Board directly. If the former they must have the endorsement of the conference the same as applicants for other aid.

(3) Loans shall not be made for amounts to exceed one-third the value of the

property when completed, and shall be for final payments on the same, the property having no other encumbrance.

(4) No loans shall be made to pay a debt contracted more than two years previous to the time the application is made.

3. *Repayment of loans.* (1) Provision shall be made for repayment of loans, with interest at not less than one-half of the current rate in the locality where the loan is made.

(2) Loans may be made for a period not longer than ten years. Not less than ten per cent. of the loan must be repaid each year with the interest, provided that principal and interest may be paid in equal annual installments, and provided that a rebate of a portion of the final payment may be made if all previous payments have been promptly met.

(3) Funds secured by the annuity plan shall not be loaned at a lower rate of interest than that paid to the annuitant.

4. *Security.* (1) Churches applying for loan must furnish abstract of title and all necessary information concerning the same.

(2) The loan shall be secured by a first mortgage on the property, and by collectable subscription, or by personal bond, or both, as the Board may require.

(3) Buildings upon which loans are made must be fully insured in a company, or companies, approved by the Board and in its favor.

(4) In case of a failure to repay the loan, or any part of it, the Board shall take legal proceedings to collect the same, provided that the time of payment may be extended in case of emergency.

5. *Co-operation.* Churches receiving aid by gift or loan will be expected to conform to the regulation of the Board the same as churches receiving aid for pastor's salary, or current expenses.

RULES GOVERNING CITY MISSIONS.

WHAT IS A CITY MISSION?

56. Any work undertaken at the instance of this Board, or supported by mission funds, in cities, looking either to the establishment of city churches or to the proclamation of the Gospel and reclamation of mankind without hope of thereby establishing city churches, shall be called a "city mission."

CITY MISSIONS

57. City missions and missionaries shall, in general, be subject to the rules governing home mission churches and other home missionaries (the exceptions being such as the nature of the work may necessitate), as to support, appointment, application for aid, etc.

AUXILIARY HELP

58. It is deemed advisable to secure the co-operation each year of the Woman's Home Board, and any other home mission boards, in behalf of some specified home mission work.

CONSTITUTION

ARTICLE I. NAME. The name of this association shall be "The Mission Board of the Christian Church," being the same as and including "The American Christian Church Extension Society," "The Children's Mission," "The Missionary and Church Extension Department of The American Christian Convention."

ART. II. OBJECT. The object of this Board shall be to diffuse the knowledge and religion of Jesus Christ by means of missions through the world.

ART. III. MEMBERSHIP. The members of this Board shall be the Home Mission Secretary, the Foreign Mission Secretary, and eight other persons, elected quadrennially by The American Christian Convention; and such other persons as may in the future be designated for Board duty by The American Christian Convention. Said Secretaries and eight other persons shall be directors of the Home Mission and Foreign Mission Departments, as hereinafter provided for.

The Board may, for cause, declare vacancies in its membership (except that the Home and Foreign Secretaries shall be removed only by action of the Convention or its Executive Board), and may fill vacancies by election at any annual meeting.

ART. IV. OFFICERS. The officers of this Board shall be a President, a Recording Secretary, two Executive Secretaries (who shall be the Home and Foreign Mission Secretaries respectively), a Treasurer, and such other officers as the Board may deem necessary. Either Executive Secretary shall be eligible for the treasurership.

ART. V. THE MISSION COUNCIL. The Mission Council shall consist of three persons from each Department, including the President of this Board, the Home and Foreign Mission Secretaries, and such other members as the Board may elect.

ART. VI. DUTIES OF OFFICERS. (a) It shall be the duty of the President to preside at the meetings of the Board and of the Council.

(b) The Recording Secretary shall keep a faithful record of all proceedings of the Board and the Council; furnish the Mission Secretaries and the Treasurer with a transcript of such portions of the proceedings of the Board and Council as may be necessary for their information, give notice of meetings, and such other duties as might properly pertain to such office.

(c) It shall be the duty of the Home and Foreign Mission Secretaries (also called Executive Secretaries) to exercise general supervision and management of their respective departments of the missionary work of the Convention, and to perform such other duties as the Board or the Mission Council may require.

(d) It shall be the duty of the Treasurer to take charge of the money and other property belonging to the Board, and to give receipts therefor; to keep safely all the money and funds of the Board, and all

evidences of property; to keep fair and accurate accounts of all the sums received and expended; to invest money with the advice and consent of the Board or of a standing committee appointed for that purpose, and make payments and remittances according to the directions of the Board, to exhibit his books, accounts, vouchers, and evidences of property whenever required by the Board or its Auditing Committee; to make annual statements of receipts and payments, and of the condition of the permanent funds, for the information of the Board, and to perform such other acts as may be required for the full and faithful discharge of the duties of his office, and to give such bonds as shall be satisfactory to the Mission Board.

(e) The Mission Council shall be Executive Committee of the Board, and shall do such work as is delegated to it; but it shall have power to appropriate money only upon direction of and within limits set by the Board. It shall keep records of each meeting and transmit them to the Recording Secretary of the Board.

ART. VII. DEPARTMENT ORGANIZATIONS. The Home Mission Secretary and the four persons elected by The American Christian Convention to serve with him, and the Foreign Mission Secretary and four persons similarly elected to serve with him, shall form Boards of Directors for their respective departments, and each Board shall organize by electing annually President, Recording Secretary, Treasurer, Mission Council consisting of three members, and such other officers as may be deemed necessary. The Home and Foreign Mission Secretaries shall be *ex-officio* Executive Secretaries and Council members of their respective departments.

ART. VIII. DUTIES OF DEPARTMENT ORGANIZATION OFFICERS. All officers of the above-named departments shall perform duties respectively similar to those hereinbefore specified for officers of the General Board.

ART. IX. BOARD AND COUNCIL MEETINGS. This Board shall meet annually, or oftener, if it shall so elect. Its meetings may be held at any convenient or suitable place in the United States or Canada. The Department Boards of Directors shall hold their annual meetings at the same time and place, separately or jointly, until such time as they become separate corporations. Council meetings may be held as necessity demands.

ART. X. RULES AND BY-LAWS. The Board may adopt such By-Laws or Rules of Order for the government of its own proceedings, and of the Mission Council, as it may deem needful, if such regulations be not contrary to this Constitution. The Department Boards of Directors shall be at liberty to adopt such By-Laws and Rules of Procedure as may be consistent with this Constitution, and the general purpose of this organization.

ART. XI. QUORUM. A majority of the members, either of the general or department Boards or the Mission Council, shall constitute a quorum for the transaction of business in their respective bodies.

ART. XII. AMENDMENTS. This Constitution may be altered or amended at any annual meeting by a vote of two-thirds of the members present, provided notice of said amendments shall have been given in writing to each member three months previous, or upon the recommendation of the Mission Council.

BY-LAWS

Article I. Meetings.

The Board and its Home and Foreign Departments shall hold meetings annually, in October, except in Quadrennial year, when the time may be a month later, or as may be fixed upon; special meetings of the Board may be held on the call of the Mission Council, and meetings of the Council may be held on call of the President. Department Council meetings shall be called by the respective Executive Secretaries. The meetings shall be held at the Mission Rooms in Dayton, Ohio, or where they may be appointed.

Article II. Duties of Mission Board.

Section 1. It shall be the duty of the Board to have the general supervision of the missionary work under the auspices of The American Christian Convention, both under what is called "Home Missions," (in the United States and Canada) and "Foreign Missions," (in Japan and other foreign countries).

Section 2. To devise and work plans, with the co-operation and aid of the Woman's Home and Woman's Foreign Boards, for increasing and maintaining missionary interest in the home churches and for advancing and enlarging the missionary work of the denomination, both in the home and foreign fields.

Section 3. After considering carefully the financial condition of the Board, to make such appropriations for the work for the current year, both in the home and foreign fields, as the needs may demand and the funds justify.

SECTION 4. To appoint home missionaries; and counsel and assist in securing pastors for home mission churches; and appoint missionaries to the foreign fields, as suitable persons may be secured and funds may be provided for their support.

SECTION 5. To fix the salaries of missionaries, the Recording Secretary, the Mission Secretaries, and Treasurer of the Mission Board, and provide for such clerical help as the work may require; also provide for the necessary administrative expenses, Board meetings, printing, etc.

ARTICLE III. AUDITING COMMITTEE.

At each annual meeting the Board shall appoint an Auditing Committee for the current year, not necessarily members of the Board, who shall make thorough quarterly examinations of the accounts of the Treasurer and the securities of the Board, certifying to their correctness, and report to the Board.

ARTICLE IV. STANDING COMMITTEES.

The Board may appoint standing committees as it may deem wise, to report at the next session after appointment on specific fields or lines of work.

ARTICLE V. ON AVOIDING DEBT.

The Board shall studiously avoid contracting debt. In view of this it may be considered safe, as a rule, to make the receipts of one year the basis for appropriations the following year.

ARTICLE VI. FUNDS TO BE KEPT SEPARATE.

All moneys contributed specially for "Home Missions" shall be used only for the work in the home field, and all moneys con-

tributed for "Foreign Missions" shall be used only for work in foreign lands. Each fund shall bear its legitimate proportion of the administrative expenses.

Article VII. Who Shall Execute Official Papers.

Whenever it is necessary for this incorporation to execute deeds or other legal papers, the President and Secretary of the Board, as such, are hereby empowered to execute the same, provided that in case of deed or transfer of property the Mission Board shall, by special resolution, authorize the same.

Article VIII. Correspondence Votes.

Necessary business may be transacted by correspondence vote; but one negative vote shall defeat a measure.

Article IX. Manual a Part of By-Laws.

The Manual adopted by the Mission Board, giving rules and regulations whereby its work of missions shall be conducted, shall be, and the same is hereby made, a part of the By-Laws of this incorporation.

(On quorums see Constitution, Article XI.)

Article X. Order of Business.

The following shall be the order of business for meetings:

1. Devotions.
2. Reading of minutes.
3. Unfinished business.
4. Routine matter.
5. Report of Mission Secretaries.
6. Report of Mission Treasurer.
7. Report of Auditing Committee.
8. Report of Standing Committees.

9. Report on The Christian Missionary and other missionary literature.
10. Report of Home Department.
11. Report of Foreign Department.
12. Report of special committees.
13. New business.

Article XI. General Board to Ratify.

Before the close of annual sessions, each department shall report to the general Board its proceedings, including money appropriations, for ratification; and such ratification shall be necessary before appropriations may be paid.

Article XII. Field Secretary.

1. A field secretary may be put into the general field to work up general missionary interests and spirit, develop missionary enterprises, secure funds by any of the methods approved by the Board or specified in the Manual or these rules, and to superintend local field work, under the direction of the Board or Mission Secretaries, in fields already being worked or hereafter to be opened or developed.

2. The said Secretary shall be paid a reasonable salary and expenses as may be agreed upon; provided that the said agent shall not be kept in the field to incur debts above the probable sum the current receipts applicable for said purpose for the year will warrant.

Article XIII. Duties of Mission Council.

The duties of the Mission Council shall be to advise with the Mission Secretaries as to the work, both in the home and foreign fields, and whatever else may be assigned to it by the Board, and to keep record of its proceedings, reporting to the general Board at its annual session.

Article XIV. Permanent Funds.

Permanent funds bearing interest shall be created by means of endowments, annuities, legacies, etc., which shall be invested and managed after the conservative manner now followed by this Board. They shall not be used to meet current bills.

Article XV. Amendments of the Manual.

The rules of the Manual shall be subject to change or addition from time to time, as growth may demand, and shall be in effect immediately upon their adoption by this Board.

Article XVI. Amendments of By-Laws.

The By-Laws may be amended at any regular meeting of the Board by a vote of two-thirds of all the members present, notice having been given one month previous.

FORM FOR BEQUEST

Persons disposed to make bequests for mission purposes, by will, are requested to observe the following form:

I give and bequeath to the "Mission Board of the Christian Church," incorporated under the laws of the State of Ohio, the sum of..... Dollars, (if for any special line of work mention it here), to be paid to the Treasurer of the Board, whose receipt shall be a sufficient discharge for the same.

FORM FOR A DEVISE OF REAL ESTATE

I give and devise to the "Mission Board of the Christian Church," incorporated under the laws of the State of Ohio, the following lands and premises, that is to say: .....
To have and to hold the same, with the appurtenances, to the said Board, its successors and assigns forever.

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